State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF HUMAN RESOURCES

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GOVERNOR

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DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 77

EFFECTIVE DATE: **March 6, 2006**
REVISED DATE: **September 13, 2006**

SUBJECT: **Flexible Maximum Hire Rate for IT Management Consultant 1, Position # 50327485**

AUTHORIZATION: _____

    Barbara Goodson
    Assistant Commissioner of Management & Finance

I.   POLICY:

In accordance with authority granted by the Department of State Civil Service and effective September 13, 2006, it is the policy of the Division of Administration (DOA) to implement a Flexible Maximum Hire Rate for IT Management Consultant 1 – position # 50327485.

II.   PURPOSE:

The purpose of this policy is to provide the DOA with a tool that allows for flexibility in pay for recruitment and retention purposes.

III.   APPLICABILITY:

This policy revision shall be applicable to IT Management Consultant 1 – position # 50327485 in the Office of Telecommunications Management of the DOA.

IV.   PROCEDURE:

Beginnning September 13, 2006, when hiring an employee in the job title IT Management Consultant 1- position # 50327485, the DOA will hire at the established Special Entrance Rate, which is attached.

The Personnel Action Requests (PAR) form requesting an appointment to this position must reference the Special Entrance Rate in the "Remarks" portion of the PAR.

V.   QUESTIONS:

Any questions regarding this policy should be directed to the Office of Human Resources.

The Department of State Civil Service has approved the use of Flexible Maximum Hire Rates for job titles in the Scientific and Technical (TS) pay schedule. The following chart reflects:

1.   The job code, title and pay level of the position affected,

2.   The March 31, 2003 pay grade minimum of the affected positions job title, and

3.   The actual hire rate that will be utilized by the Division of Administration when filling this position from September 13, 2006 forward.

Job Code	Title	Position #	Pay Level	Biweekly Minimum 3/31/03	Biweekly Hire Rate 9/13/06
163160	IT Mgmt Consultant 1	50327485	TS-314	$1,519.20	$2,433.19